
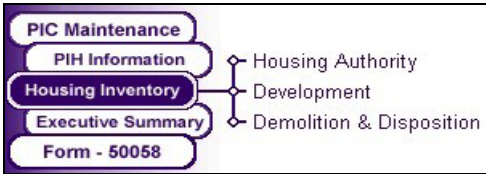




Appendix A

**Demo/Dispo Submodule
Quick Reference Guide**

Appendix A

Quick Reference Guide (HA Submission)

1. Log on to PIC.									
2. Access the Demo/Dispo Submodule .									
3. Create/Complete an application.	<table><tr><th>Section</th><th>Section Type</th></tr><tr><td>Section 1: General Information</td><td>Required</td></tr><tr><td>Section 2: Long-Term Possible Impact of Proposed Action</td><td>Required</td></tr><tr><td>Section 3: Board Resolution, 24 CFR Part 970.8, and Environmental Review, 24 CFR Parts 50 and 58</td><td>Required</td></tr></table>	Section	Section Type	Section 1: General Information	Required	Section 2: Long-Term Possible Impact of Proposed Action	Required	Section 3: Board Resolution, 24 CFR Part 970.8, and Environmental Review, 24 CFR Parts 50 and 58	Required
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Section 1: General Information	Required								
Section 2: Long-Term Possible Impact of Proposed Action	Required								
Section 3: Board Resolution, 24 CFR Part 970.8, and Environmental Review, 24 CFR Parts 50 and 58	Required								
4. Attach Supporting Documents.									
5. Review Quality Checklist.	<table><tr><th>Line Item</th></tr><tr><td>Section 4: Property Description - Single family house building count</td></tr><tr><td>Section 4: Property Description - Duplex building count</td></tr></table>	Line Item	Section 4: Property Description - Single family house building count	Section 4: Property Description - Duplex building count					
Line Item									
Section 4: Property Description - Single family house building count									
Section 4: Property Description - Duplex building count									
6. Submit application for SAC approval.									

After SAC Approval and Completion of the Action:

7. Go to the Remove from Inventory tab in the Demo/Dispo Submodule .	<div><div>ApplicationRemove from InventoryReports</div><div>Remove Bldg/Units</div></div>																
8. Select the appropriate development.	<div>Records 1 to 2 of 2</div> <table><tr><th>Development Number</th><th>Development Name</th></tr><tr><td>GA006004</td><td>GRADY HOMES</td></tr><tr><td>GA006021</td><td>GILBERT GARDENS</td></tr></table>	Development Number	Development Name	GA006004	GRADY HOMES	GA006021	GILBERT GARDENS										
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9. Add a transaction to propose the removal of buildings/units from inventory.	<div><div>Add Transaction</div><table><tr><th colspan="5">Residential (Bedroom(s))</th><th>Total Resi.</th><th>Total Non Resi. Acres</th><th>Delete Trans.?</th></tr><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4+</td><td></td><td></td><td></td></tr></table></div>	Residential (Bedroom(s))					Total Resi.	Total Non Resi. Acres	Delete Trans.?	0	1	2	3	4+			
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10. Select the buildings/units to include with the transaction.

***Note:** The system enables you to cut multiple buildings/units from the available inventory box and paste them into the Proposed for Removal from Inventory box. You do not have to select the buildings/units individually.*

11. Click the Submission subtab.



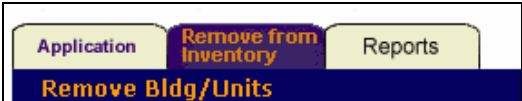



12. Submit the transaction for review.

After submitting the transaction, you cannot edit it unless it gets rejected by the HA Executive Director or the field office.

Appendix A

Quick Reference Guide (HA Review)

After SAC Approval and Completion of the Action:

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3. Click the Remove from Inventory tab.																																	
4. Select a development.																																	
5. Click the Review subtab.																																	
6. Select a transaction to review.	<table><tr><th>Application Number</th><th>Transaction Type</th><th>Status</th><th>Transaction Date</th><th>Action/ Closing Date</th><th>Residential (Bedroom(s))</th><th>Total Resi.</th><th>Total Non Resi. Acres</th></tr><tr><th></th><th></th><th></th><th></th><th></th><th>0 1 2 3 4 +</th><th></th><th></th></tr><tr><td>DDA0000229</td><td>Proposed Demolition</td><td></td><td></td><td></td><td>0 184 228 66 0</td><td>478</td><td>3.26369884329811E-319</td></tr><tr><td>DDA0000229</td><td><u>Actual Demolition</u></td><td>Draft</td><td>02/24/2004</td><td>02/10/2004</td><td>0 1 0 0 0</td><td>1</td><td>3.26369884329811E-319</td></tr></table>	Application Number	Transaction Type	Status	Transaction Date	Action/ Closing Date	Residential (Bedroom(s))	Total Resi.	Total Non Resi. Acres						0 1 2 3 4 +			DDA0000229	Proposed Demolition				0 184 228 66 0	478	3.26369884329811E-319	DDA0000229	<u>Actual Demolition</u>	Draft	02/24/2004	02/10/2004	0 1 0 0 0	1	3.26369884329811E-319
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7. Approve/Reject the transaction(s) for submission to the field office. <i>After you approve the transaction for field office submission, you cannot edit it.</i> <i>If you reject the transaction, the HA regains the ability to edit the submission.</i>																																	

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Quick Reference Guide (Field Office Review/Approval)

After SAC Approval and Completion of the Action:

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2. Access the Demo/Dispo Submodule .	<div><div><div>PIC Maintenance</div><div>PIH Information</div><div>Housing Inventory</div><div>Executive Summary</div><div>Form - 50058</div></div><div><div>Housing Authority</div><div>Development</div><div>Demolition & Disposition</div></div></div>																																									
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DDA0000229	Actual Demolition	Draft	02/24/2004	02/10/2004	0	1	0	0	0	1	3.26369884329811E-319																															
7. Review the proposed transaction(s) and decided whether to approve or reject. <i>If you approve the transaction, the building/units included are removed from the PIC inventory.</i> <i>If you reject the transaction, the HA regains the ability to edit the submission.</i>	<div>Select One Select One Approve Reject</div>																																									